

6 August 1953

OPM 20-800-2
PERSONNEL DIRECTOR MEMORANDUM NO. 59-53

SUBJECT: Personal History Statement (Appendix II)

1. The following procedures are established at the request of the Security Office in regard to married individuals applying for employment with the Agency and single Agency employees who marry.

a. Married Applicants

When the applicant is furnished copies of the Personal History Statement he or she will also be furnished Personal History Statement (Appendix II) and requested to have his or her spouse complete it.

In case of an applicant who is separated from his spouse it will be left to the discretion of the interviewer whether or not the applicant should complete the form to the best of his ability in lieu of contacting the estranged spouse.

b. Single Employees Who Marry

Single employees of the Agency who become married will be asked to have their spouse complete the Personal History Statement (Appendix II), at the same time a PHS, with the appropriate sections completed, is submitted to the Personnel Office, providing the spouse is not employed by the Agency.

2. The procedures described above will become effective upon receipt of the Personal History Statement (Appendix II).

/s/ George E. Meloon

GEORGE E. MELOON
Personnel Director

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